



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH SERVICE  
ALBUQUERQUE AREA INDIAN HEALTH SERVICE**



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

**VACANCY ANNOUNCEMENT**

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
SFSU-MPP-ESEP-05-05	01/24/05	Applications will be accepted until sufficient applications are received.
POSITION TITLE SERIES & GRADE	LOCATION & DUTY STATION	
Dental Assistant	Santa Fe Indian Hospital, Santa Fe, NM	
GS-681-2, \$20,117 per annum	Dental Program	
GS-681-3, \$21,950 per annum		
GS-681-4, \$24,641 per annum		
(Includes Locality Pay Adjustment)	Health Centers/Clinics:	
	Santa Clara Pueblo Health Center	
AREA OF CONSIDERATION: Albuquerque Area		

**RELOCATION:** Relocation Expenses will be paid for eligible employees in accordance with Federal Travel Regulations and 41CFR Chapter 302.

**CONDITIONS OF EMPLOYMENT:**

- Permanent Full-Time positions. The incumbent of this position is subject to call back and/or standby work.
- Promotional opportunity if hired at the lower level.

**DUTIES AND RESPONSIBILITIES:**

**GS-2:** As a trainee, the dental assistant is responsible for the following general duties. General clinic maintenance. Removes debris from instruments and sterilizes instruments using autoclaving and cold sterilization techniques. Replenishes supplies in dental operatories and work areas. Performs simple maintenance procedures on dental equipment. Greets patients and makes appointments. Records patient information and files charts. Observes higher-grade dental assistants at chairside. Performs the following tasks at chairside with another auxiliary or dentist acting as preceptor: passes instruments, arranges and mixes materials, operates oral evacuator and retracts cheek and tongue.

**GS-3:** Provides routine maintenance and clean-up procedures on all dental equipment and instruments. Is responsible for cleaning, sharpening, packaging and sterilization procedures on all dental equipment, and the proper storage of equipment not in use. Properly stores and replenishes supplies when necessary. Provides receptionist services, scheduling and seating of dental patients, sets up proper instruments for dental procedures, and accurately records treatment rendered on patient records. Provides chair-side assistance during examination, restorative, periodontic, surgical and other dental procedures. Exposes, processes, and mounts diagnostic radiographs. Is responsible for basic laboratory procedures, pouring and trimming study models. Provides oral prophylaxis treatment, consisting of rubber cup coronal polishing and topical fluoride application as assigned by dentist. Maintains recurring reports concerning patient data, materials, and equipment.

**GS-4:** Performs chair-side assisting duties which encompass all routine dental procedures in general dentistry. Acts as receptionist and schedules patients visits. Is able to properly record all treatment rendered to patients and accurately retrieve and file dental charts. Routes patients for medical laboratory procedures. Completes dental laboratory work orders in compliance with dentist's instructions. Is responsible for cleaning, sharpening, packaging and sterilizing all dental instruments and for proper storage of instruments not in use. Prepares patient and operator for proper dental procedures including setting-up the appropriate instruments for the planned procedures. Operates dental x-ray equipment to take intra- and extra- oral radiographs, processes and mounts radiographic films. Provides routine prophylaxis and topical fluoride treatment as assigned by dentist. Performs routine dental laboratory procedures, including pouring and trimming models, constructing custom trays, fabricating base plates and bite rims. Responsible for keeping clinic well supplied by requisitioning supplies and equipment and keeping supply inventory. Maintains a variety of recurring reports related to dental activities. Provides patient education and instruction in prevention of oral disease and in post-treatment procedures. Maintains the dental clinic in a clean and operative condition.

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## COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

Candidates for GS-4 grade level must have had 26 weeks of Specialized Experience and 26 weeks of General Experience equivalent to at least the next lower grade of GS-3. GS-3 candidates must have 26 weeks of General Experience. Candidates at the GS-2 level must have 13 weeks of General Experience.

**Specialized Experience:** Experience in dental assistance to general or specialized dentistry, dental assistant (expanded function) work, or any combination of these appropriate to the position being filled.

**General Experience:** (1) Any type of work that demonstrates the applicants ability to perform the work of the position as shown under "Duties and Responsibilities" or (2) Experience as a trainee, performing a variety of record keeping and clinic maintenance duties such as: clean dental equipment, sorts and counts clearly marked packages and containers of dental supplies and materials; files and retrieves patient records and radiographs alphabetically and numerically, disposes of used materials, and observes higher grade dental assistants in the performance of chair-side assisting duties.

Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education and (2) be certified as radiographers in their field.

The following meet these requirements:

1. Persons employed by the Federal government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, chiropractic, who prescribes radiologic procedures to others.
2. Persons first employed by the Federal government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction which did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program; provided that such persons show evidence of training, experience, and competence as determined by OPM or employing agency.

Substitution of Education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions, i.e., GS-2: High School graduation or equivalent is qualifying. GS-3: Successful completion of (a) 1-year dental assistant program or completion of 1 year of a dental hygiene program accredited by the American Dental Association's Commission on Accreditation which included a course in radiation physics; radiation biology; radiation health, safety, and protection; X-ray films and radiographic film quality, radiograph techniques; darkroom and processing techniques; and film mounting; or (b) practical nurse training approved by the appropriate State or District of Columbia accrediting body. GS-4: Successful completion of a 2-year dental assistant program or completion of 1 year of a dental hygiene program accredited by the American Dental Association's Commission on Accreditation which included at least 12 semester hours of courses such as those listed for GS-3 and above.

**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. Applicants must address the following KSAs on a separate sheet of paper.

Please address the following Knowledge, Skills and Abilities on a separate sheet of paper:

### KSAs for Dental Assistant, GS-681-2

1. Ability to follow oral and written instructions.
2. Ability to meet, deal, and communicate orally with a variety of individuals.
3. Skill in dexterity of passing instruments, materials, and operating oral evacuator.

### KSAs for Dental Assistant, GS-681-3

1. Knowledge of clinical routines and procedures.
2. Knowledge of the use, care, and storage of dental instruments, materials, and equipment.
3. Skill in taking and processing diagnostic dental radiographs.
4. Ability to take diagnostic dental radiographs.

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**KSAs for Dental Assistant, GS-681-4**

1. Knowledge of clinical routines and procedures.
2. Ability to properly use, care for, and store dental instruments, materials, and equipment.
3. Knowledge of current sterilization/disinfection techniques and guidelines.
4. Knowledge of Dental or Medical Terminology.
5. Ability to take dental radiographs.

**WHO MAY APPLY:**

**Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

**Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitle to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.

Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

**Indian Preference:** Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

**Veterans Preference:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

**Non-Status Candidates:** Applications will also be accepted from non-status candidates (individuals who have never been employed by the Federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

**Reasonable Accommodations:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Hazel Quintana, (505) 946-9205. The decision on granting reasonable accommodation will be made on a case-by-case basis.

**Displaced Federal Employees Requesting Special Selection Priority Consideration:** If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).

**Career Transition Assistance Program (CTAP) -** To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.

**Interagency Career Transition Assistance Program (ICTAP) -** If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

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1. A displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
    - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
      2. Received a specific RIF separation notice; or
      3. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
      4. Retired with a disability and whose disability annuity has been or is being terminated; or
      5. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standa form 50 that indicates "Retirement in lieu of RIF"; or
      6. Retired under the discontinued service retirement option; or
      7. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- A. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
8. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a great promotion potential than the position from which you were separated.
9. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
10. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
11. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
12. Be rated well qualified for the position, including any documented selective factors,, quality ranking factors; physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.

Well-Qualified Definition: Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.

If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.

If filing an application under vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.

Only U.S. citizens may be appointed to the Competitive Service.

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## WHERE TO APPLY:

Applications **MUST** be submitted by close of business of the closing date to the following address:

Santa Fe Indian Hospital  
Human Resources Office  
1700 Cerrillos Road  
Santa Fe, NM 87505

For copies of vacancy announcements, contact us at (505) 988-9821 or download from the IHS website at [www.ihs.gov](http://www.ihs.gov) or OPM website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov). We do not FAX vacancy announcements.

## REQUIRED DOCUMENTATION:

- Verification of Indian Preference: Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, Verification of Indian Preference for Employment in BIA and IHS Only. This certifies the applicant as Indian as defined by the IHS Circular No. 87-3, dated July 9, 1987. Indian Preference will not be given unless the BIA Form 4432 is attached to the application/Resume.
- If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selectee will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed. The OF-306, Declaration for Federal Employment may be downloaded from: [www.opm.gov/forms/pdfimage/of0306.pdf](http://www.opm.gov/forms/pdfimage/of0306.pdf).

## OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.
- Additional or alternate selections may be made within 90 days of the date the Certificate of Eligibles was issued, provided the positions to be filled have the same title, series, grade, are in the same geographic location as the position announced, and have the same qualification requirements.

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- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

## HUMAN RESOURCES CLEARANCE:

*Charlotte Yazza-Bain /s/*  
Human Resources Specialist

01/21/05

Date

**Addendum to Declaration for Federal Employment (OF 306)**  
**Indian Health Service**  
**Child Care & Indian Child Care Worker Positions**

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**Item 15a. Agency Specific Questions**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**(Please print)**

**Job Title in Announcement:** \_\_\_\_\_ **Announcement Number:** \_\_\_\_\_

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES \_\_\_\_\_ NO \_\_\_\_\_  
*[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*
  
- 2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? YES \_\_\_\_\_ NO \_\_\_\_\_  
*[If YES, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

**Applicant's Signature (sign in ink)** \_\_\_\_\_

**Date** \_\_\_\_\_

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3)), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852.  
**Please do not send completed data collection instruments to this address.**

## HOW TO APPLY

The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.

<b>Optional Application for Federal Employment – Form Number OF-612</b> <a href="http://www.opm.gov/forms/pdf_fill/of0612.pdf">www.opm.gov/forms/pdf_fill/of0612.pdf</a>	<b>Application for Federal Employment Form Number SF-171</b> <a href="http://forms.psc.gov/forms/SF/SF-171.pdf">http://forms.psc.gov/forms/SF/SF-171.pdf</a>	<b>Resume or Other written application format with information requested below.</b> <a href="http://www.opm.gov/forms/pdfimage/of0510.pdf">www.opm.gov/forms/pdfimage/of0510.pdf</a>
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If your resume or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not, therefore, receive full credit for their Veteran Preference determination, Indian Preference, education, training and/or experience.

Your resume or application format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

➤ **JOB INFORMATION**

Announcement number, title and grade of the job for which you are applying.

➤ **PERSONAL INFORMATION**

Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).

Social Security Number.

Country of citizenship.

➤ **EDUCATION**

High School (name, city, state, ZIP code if known), and date of diploma or GED.

College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).

To obtain educational credit, applicants must submit a copy of all college transcripts.

➤ **WORK EXPERIENCE**

Copy of latest Personnel Action (SF-50B) if current or former Federal employee.

Highest Federal civilian grade held (give job series and dates held).

Work experience (paid and unpaid)

Job title (include series and grade if Federal job)

Duties and accomplishments

Employer's name and address

Supervisor's name and telephone number

Starting and ending dates (month and year)

Hours per week

Salary

Indicate if we may contact your current Supervisor.

➤ **OTHER QUALIFICATIONS**

Give dates but do not send documents unless requested.

Job related training courses

Job related skills, i.e., computer software/hardware, tools, typing speed

Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)

Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

Copy of valid certificate of radiography as required by Public Law 97-35.

**Submit the following documents along with your chosen application format if you are in one of the following categories:**

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> <li>➤ Current Billet description</li> <li>➤ Most recent "Commissioned Officers Effectiveness Report".</li> <li>➤ Child Care Statement Form</li> <li>➤ Copies of Licensures</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</li> <li>➤ Current Albuquerque Area employees may state that proof of Indian Preference is on file in the Official Personnel Folder</li> <li>➤ Preference will not be given unless a copy of the 4432 is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or Application for 10-point Veterans Preference, Form SF-15.</li> <li>➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</li> <li>➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Copy of latest Notification of Personnel Action, SF-50</li> <li>➤ Copy of current performance appraisal.</li> <li>➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status is attached to the application.</li> </ul>